

*Excellence Global mindset Respect*



# HIGH SCHOOL BACK TO SCHOOL GUIDE

23/24





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# 1. HEAD OF HIGH SCHOOL'S WELCOME

Dear ISCS students and families:

It is my pleasure to welcome you to our school community. High School takes what you have learnt in your previous school years and builds on that knowledge and those skills to prepare you for formal qualifications.

In order to succeed, you will need to encompass the school's values of global mindset, respect and excellence.

Develop your **global mindset** by interacting with your classmates and friends from different cultures, nationalities and lifestyles. Break down your communication barriers and work on the languages we offer: the world is becoming smaller and more accessible, and this will be a great advantage in the near future.

Always show **respect** for others and develop deep personal values that will make you humble, empathetic and committed to those around you. Promote your sense of responsibility and social awareness to build a better world.

Strive for **excellence**. Set ambitious goals and work every day to achieve them. Seek creative solutions to the difficulties you face and learn that great successes also come from failure.

Eleanor Roosevelt once said, "the world of the future is in our making." We want to help you to create your future and your world.

**Together we are better.**

Welcome to the 23-24 academic year at ISCS!

Head of High School





## 2. OUR HIGH SCHOOL TEACHING STAFF



Our faculty and staff chose to become part of the International School of Central Switzerland team because they all share a vision for education at its very best.

All of our teachers are fully qualified in their field and have been selected for their passion and commitment to international pedagogy.

**Mr Hopton**

HoHS/History  
ryan.hopton@iscs-zug.ch

**Mr Eid**

Mathematics  
jean.eid@iscs-zug.ch

**Miss Pike**

Mathematics  
bonnie.pike@iscs-zug.ch

**Ms McCoubrey**

English  
nikita.mccoubrey@iscs-zug.ch

**Mr Evison**

Science/Y10 Tutor  
mark.evison@iscs-zug.ch

**Ms Predouli**

Science/Y13 Tutor  
lila.predouli@iscs-zug.ch

**Mr Turner**

English/Y11 Tutor  
jonathan.turner@iscs-zug.ch

**Mr Nayman**

Languages  
robin.nayman@iscs-zug.ch

**Ms Sauer**

Languages/Business/Y12 Tutor  
ulrika.sauer@iscs-zug.ch

**Mr Santos**

Art/Languages  
fransisco.santos@iscs-zug.ch

**Mr Alvarez**

ICT/Computer Science  
david.alvarez@iscs-zug.ch

**Ms Ruiz**

Languages  
isabel.ruiz@iscs-zug.ch

You can find the **school staff list and read more about our team** at the following link on our website:

<https://iscs-zug.ch/en/our-team/>





## 3. WHO TO CONTACT AT SCHOOL



### ACADEMICS



#### Tutors

Group situations, school wide behaviour, school wide performance, tutor group enquiries.

#### Subject Teachers

All subject related enquiries, grades, homework, curriculum clarification.

#### Head of High School

Key stage information, grave breaches of the school code, strategic information, other enquiries.

#### Senior Leadership Team

Key stage information, grave breaches of the school code, strategic information, other enquiries.

**Always copy your tutor into emails regarding academic issues**, and he / she will follow the communication process depending on the nature of the issue.

### GENERAL INFORMATION



#### Reception Office

All subject related to daily matters in school. Bus route information, timetables, extracurricular, ClicEdu, uniforms, etc.

#### Administration Office

All queries related to school administration. Payments, fees, invoices, enrollments, admissions, etc.

#### Senior Leadership Team

General or whole school matters. Strategic school vision queries, financial queries, etc.

For administration issues or general information, remember that you can only come to school by appointment, so you can contact the school by email at **info@iscs-zug.ch** or by phone at **+41 41 781 44 44**, and you will be redirected to the correct person who will get in touch with you.

#### DIRECTOR OF EDUCATION

francisco.soto@iscs-zug.ch

#### HEAD OF HIGH SCHOOL

ryan.hopton@iscs-zug.ch

#### GENERAL INFORMATION

info@iscs-zug.ch

#### SCHOOL ADMINISTRATION AND FINANCE OFFICE

administration@iscs-zug.ch

#### MARKETING DEPARTMENT

marketing@iscs-zug.ch

#### ADMISSIONS

admissions@iscs-zug.ch

#### ISCS ACADEMY

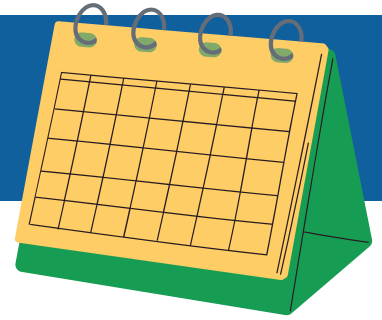
academy@iscs-zug.ch

#### IT DEPARTMENT

itsupport@iscs-zug.ch



## 4. SCHOOL CALENDAR



You can find the **online calendar** at the following link on our website (you should check it regularly as it may be subject to change):

<https://iscs-zug.ch/en/2023-24-iscs-calendar/>

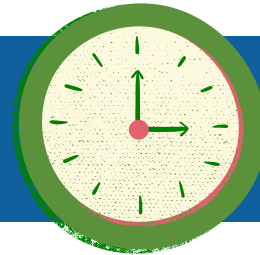


**AUTUMN TERM** 23rd August-15th December (2023)

**SPRING TERM** 9th January – 25th March (2024)

**SUMMER TERM** 9th April – 21st June (2024)

## 5. SCHOOL DAY



Our day begins at **08:30** and compulsory classes will finish at **15:30**.

At the beginning and end of the day, students will be with their tutors in class for **registration** and tutor time. These moments are very important for the tutor's coordination with their class, where they will address daily concerns and other important matters.

Class timetables are made up of periods of **55 minutes**. During these periods, students will have all of their academic lessons.

**Extra curricular clubs** run daily from 15:30 to 16:30 and are an excellent way to enrich the curriculum, find your passion, and take part in our school community. We fully recommend that you sign up for at least two per week.

### DAILY SCHEDULE-SECONDARY

<b>8:30-8:40</b>	<b>AM Registration</b>
8:40-9:35	Lesson 1
9:35-10:30	Lesson 2
<b>10:30-10:55</b>	<b>Break time</b>
10:55-11:50	Lesson 3
11:50-12:45	Lesson 4
<b>12:45-13:30</b>	<b>Lunch time</b>
13:30-14:25	Lesson 5
14:25-15:20	Lesson 6
<b>15:20-15:30</b>	<b>PM Registration</b>
<b>15:30-16:30</b>	<b>Clubs</b>



## 6. CURRICULUM INFORMATION

We provide a **broad and balanced** curriculum which:

- Promotes the **academic, social, cultural, physical and moral development** of students
- Prepares children for adult life and encourages them to **become good citizens** – showing excellence, a global mindset and respect towards others.
- Allows children to become **proficient users of the English and German languages**, whatever their mother tongue is.
- Promotes **high standards of achievement** and allows all children to develop to the best of their ability, both personally and academically.
- Generates high levels of **student engagement and enthusiasm** and allows students to become confident, secure and independent learners.

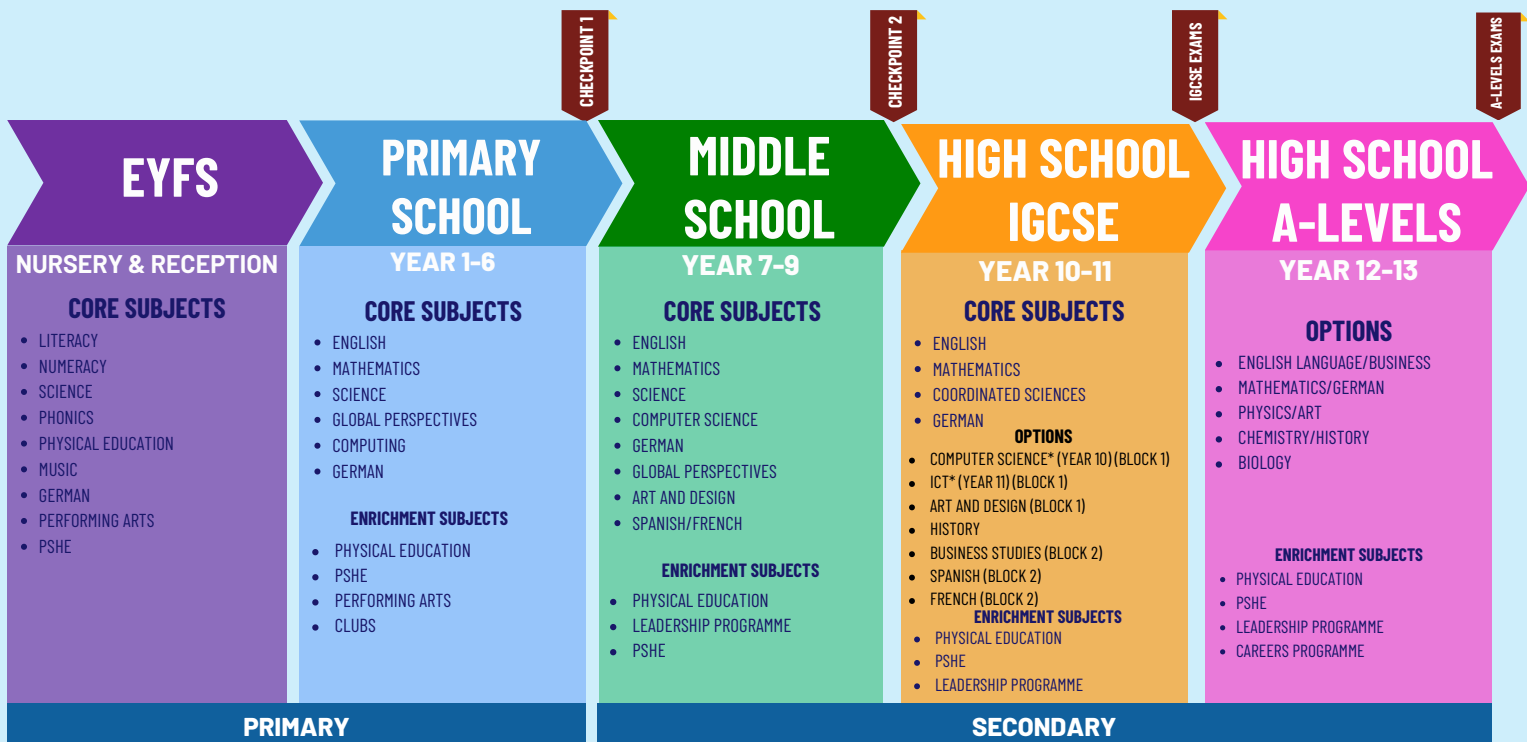
**Class timetables and Year group curriculum overviews will be available on the school website once the school has commenced.**



ISCS

The British School of Zug

Lorzenparkstrasse, 8  
CH-6330-Cham (Zug) Switzerland  
+41 41 781 44 44 info@iscs-zug.ch





# 7. AFTER SCHOOL ACTIVITIES/CLUBS

We firmly believe that children **shouldn't stop learning and having fun when their lessons are over** for the day.

All year round, we offered a wide range of clubs and extracurricular activities to allow our students to **pursue long-held interests** and/or learn **new skills**.

From sporting activities to artistic or scientific clubs, our activities are designed to build our students' aspirations, teach them valuable, **transferable** skills, and – most importantly – help them **make new friends** and have fun.

Please see below some of our previous after-school club offerings and visit our **website to sign up** for this years clubs once the academic year has started!

<https://iscs-zug.ch/en/after-school-clubs/>







## 8. SCHOOL TRANSPORT



ISCS offers a **school bus service** that brings pupils from home to school and from school to home.

The bus routes are **organised by a local experienced company**.

Families wishing to book this service should **fill in a form on the website below** or contact the **school office** at [info@iscs-zug.ch](mailto:info@iscs-zug.ch)

<https://iscs-zug.ch/en/transportation/>



## 9. SUPPORT AND COUNSELLING DEPARTMENT

### ISCS LEARNING SUPPORT

The International School of Central Switzerland is committed to **diversity, inclusion, passion and understanding**.

Our Guidance Counsellor, Ms Johana Saenz, and our SENCO Leader will work with **students who require support** through a variety of assessments with associated Individualised Education Plans (IEPs), and engagement activities. We aim to provide every student with the opportunity to **achieve self-confidence, psychological/academic expansion** and to learn in a **safe environment** while reaching his/her long-term potential.



### IDENTIFICATION PROCESS

Upon student admission, our admissions department will require the most recent school/psychological evaluations of the student to have an **initial understanding of performance and behaviour**. Followed by this step, if needed, our Guidance Counsellor will perform a **variety of internal assessments** to analyse the student's **non-academic** and **academic learning challenges**.

If required, an Individualised Educational Plan (IEP) will be created, based on the student's needs, that will provide relevant learning opportunities for him/her. **If significant learning support or regular counselling sessions are required, this may come at an additional cost**. The student progress will be monitored during the school year with formal and informal assessments. Parents will receive an overview of the student's progress at least two times per school year.



# 10. APPEARANCE AND DRESS CODE

At ISCS, we expect all students to display a **high standard of personal appearance**. This applies to days in school, PE sessions and to the Cambridge examinations.

Anyone **arriving at school in non-uniform clothing may be asked to change**, receive a sanction in line with policy or sent home to get changed. Inappropriate items may be **confiscated**.


Please find our detailed dress code and rules regarding appearance on our **website** or by clicking the **link below**.

<https://iscs-zug.ch/wp-content/uploads/2023/06/ISCS-SECONDARY-UNIFORM-POLICY-2023.pdf>



# 11. SCHOOL UNIFORM

All students from Early Years up to Year 11 are required to wear a school uniform. Y12 and Y13 students must wear smart appropriate clothing and the KS5 school hoodie.

<p><b>PE KIT</b></p> <p><b>Hoodie</b></p>  <p>Description: CHAI CHANAL ACETATE MATE Color: 1191 MARINO Composition: 50% Poliéster</p> 	<p><b>PE KIT</b></p> <p><b>T-Shirt</b></p>  <p>Description: PULCERAZIONE Color: Bianco Composition: 50% Poliéster / 50% Algodón</p> 	<p><b>PE KIT</b></p> <p><b>Short pants</b></p>  <p>Description: CHAI CHANAL ACETATE MATE Color: 1191 MARINO Composition: 50% Poliéster</p> 	<p><b>PE KIT</b></p>  <p>Description: CHAI CHANAL ACETATE MATE POCARDI Color: 1191 MARINO Composition: 50% Poliéster</p> 
<p><b>Formal</b></p> <p><b>Pullover</b></p>  <p>Description: GINEBRE PUNTO Color: AZUL Composition: 50% Poliéster / 50% Algodón</p> 	<p><b>Formal</b></p> <p><b>Polo</b></p>  <p>Description: PULCERAZIONE Color: Bianco Composition: 50% Poliéster / 50% Algodón</p> 	<p><b>Formal</b></p> <p><b>Skirt</b></p>  <p>Description: TESSA Color: AZUL MARINO Composition: 50% Poliéster / 50% Piana</p> 	<p><b>Formal</b></p> <p><b>Trousers</b></p>  <p>Description: TESSA Color: AZUL MARINO Composition: 45% Poliéster / 55% Algodón</p> 

## PURCHASING UNIFORM & SUPPLY

All uniform items with the school logo are to be purchased directly through the ISCS website. There may be points in the year where uniform supplies are low in a certain size or item. If this is the case for your son/daughter, please contact their tutor directly and the ISCS Team will get back to you to advise as appropriate.

## NAMING ITEMS

We strongly suggest that all uniform items are clearly labelled with the student's first initial and surname, particularly jumpers and PE kit.

**KS5**

**KS5 Hoodie**



Description: FELPA PESCADA  
Color: GRANATE  
Composition: 50% Algodón 50% Poliéster





## 12. SCHOOL LUNCH AND SNACKS



The International School of Central Switzerland offers catered hot lunches for students in all year groups. Our caterer, **Meals for Kids**, ensures that students are provided with **high-quality, healthy meals (in line with the Zug Canton's guidelines), with sufficient variety and plentiful portions.**

"Meals for Kids" prepares their meals from **local fresh produce, dairy and meats** and are designed to meet the likes and needs of children. They adhere to high Swiss standards in terms of **nutritional value and balance** and strictly avoid the use of artificial colours and additives, preservatives and glutamate in the preparation process. In addition, "Meals for Kids" is a member of the WWF Climate Savers and supports longevity in **using less water, energy and transportation while using natural resources.**

The hot lunch service is available every day and is served in the school dining room. Meals will **include a salad and a main course, followed by fruit or dessert.** Water will be served to drink.

Find out more by heading to their website: <https://www.mealsforkids.ch/de/> (currently only available in German and French).

School lunch is available at a cost of **CHF 14.- per day** and is typically booked on a termly basis. Parents who wish to sign up for this service should contact the **school office at info@iscs-zug.ch.**

**Children are required to bring a nutritious snack each day, for their morning break time.**



## 13. HEALTH



**Designated first aid leaders** are on hand to deal with any immediate first aid issues, and to tend to students who are unwell, or need medication dispensed.

**All medication** to be administered on school premises, requires a **consent form** to be completed by **parent/guardians** and given directly to the **class tutor.**

**No medicine can be kept in a student's bag** and all medicine will be administered **ONLY** by the school first aid leaders. If a student has been seen by the school first aid leaders during the day, either they or the class tutor will inform the parents.

We remind you that if your child has a **food intolerance or any other medical issue** that the school should be aware of, you must provide the **relevant reports.**

If a child is **absent due to illness**, parents/guardians should **email the class tutor**, stating the reason for absence.

Prolonged or chronic illness of **over three days duration** must be supported by a **doctor's note.**



## 14. CLASS TUTOR AND PARENT TEACHER CONFERENCES

Tutors have a special responsibility for the students in their group, to monitor overall **progress, behaviour**, and to generally **advise** students. They will always be families **first point of contact** and there to liaise between families and teaching staff.

Your child will be appointed a tutor at the beginning of each year. For Middle School there will be **three assigned Parent/ Teacher conferences** where you can meet with the tutor to discuss your child. If you need an **additional meeting** throughout the term you need to arrange the meeting via email through the **ClickEdu Platform**.

## 15. PERSONAL, SOCIAL, HEALTH AND ECONOMIC (PSHE)

ISCS has strong belief and foundation in Values Education. This is a **whole school approach** that aims to teach, model, embed and promote **positive values** that better equip children to **succeed at school and throughout their lives**.

The **explicit and integrated teaching of values** creates a strong learning environment that develops children's social and emotional well-being and relationship skills, whilst enhancing academic attainment. All staff at ISCS strive to consistently implement positive **values through continued modelling**.

We recognise that values education is a process and the impact may not be immediate, but seen over time. Values will be taught specifically in PSHE lessons.

## 16. BEHAVIOUR



**The values and ethos of ISCS underpin the community.** Therefore, we expect students and staff to actively care for other members of the school community and to contribute to their well-being and success.

ISCS endeavours to support the **students to become global citizens** through actively rewarding students who show leadership skills and are positive role models within our school.

<https://iscs-zug.ch/en/downloads-and-policies/>





## 17. HIGH SCHOOL ASSESSMENT

**Ongoing formative assessment occurs regularly within all subjects.** Summative assessments occur at the end of each unit and at the **end of each half term** students will have a **cumulative assessment** on all units taught so far.

Mock exams take place for Years 11, 12 and 13 in January and take place in the same exam conditions as IGCSE and A Levels. These are reported in their February snapshot report.

**Summative assessment results will be published on the school platform of ClickEdu** where parents/guardians can monitor their child's ongoing progress. Final grades are a combination of both formative and summative assessment.

All students will receive a midterm report, at October half term break and February half term break to communicate a snapshot of their progress. Final grades, targets and teachers' comments are accumulated into student's **individual reports**, that are sent home electronically at before the Winter, Spring and Summer holidays.

## 18. EQUIPMENT

Excluding the following materials and textbooks, the school will provide all the educational resources that students will use during the year, as well as the booklets, but it is essential that all students have their own school materials and always bring them to school labelled with their name.

Pencil Case

Led Pencils

Pens - blue and black

Eraser

Scissors

Glue stick

Pencil Sharpener

Calculator (Casio classwiz)

Ruler, compass and protractor

Highlighter Pens





# 19. HIGH SCHOOL BOOK LISTS 23/24

Please find the required textbooks for **each year group** below that need to be purchased in advance of the new school year commencing August 2023.

Subject	Name of the book	Type	ISBN	Publisher
<b>YEAR 10 STUDENTS</b>				
<b>CORE SUBJECTS</b>				
Science	<b>Cambridge IGCSE Combined and Co-ordinated Sciences Coursebook</b>	Textbook	9781009311281	Cambridge
Mathematics	<b>Mathematics core and extended Fourth Edition Student Book</b>	Textbook	978-1-51-042168-4	Hodder
English	<b>Cambridge IGCSE®English Student's book</b>	Textbook	978-0008262006	Collins
German	<b>Cambridge IGCSE®German Second Edition</b>	Textbook	9781510447561	Hodder
German	<b>Cambridge IGCSE®German Grammar Workbook</b>	Workbook	9781510448056	Hodder
<b>OPTION SUBJECTS</b>				
History	<b>Cambridge IGCSE History 2nd Edition</b>	Textbook	978-1-51-042118-9	Hodder
Business Studies	<b>Cambridge IGCSE Business Studies 5th Edition</b>	Textbook	978-1-51-042123-3	Hodder
Computer Science	<b>Cambridge IGCSE™ Computer Science Course Book</b>	Textbook	978-1-108-91514-4	Cambridge
All YEAR 10 resources for the remaining subjects to be provided by the school. Please note that any additional resources required will be requested by the subject teacher.				
<b>YEAR 11 STUDENTS</b> <span style="float: right;"><b>*To be purchased by incoming students only</b></span>				
<b>CORE SUBJECTS</b>				
Science*	<b>Cambridge IGCSE Combined and Co-ordinated Sciences Coursebook</b>	Textbook	9781009311281	Cambridge
Mathematics*	<b>Mathematics core and extended</b>	Textbook	978-1-51-042168-4	Hodder
English*	<b>Cambridge IGCSE®English Student's book</b>	Textbook	978-0008262006	Collins
German*	<b>Cambridge IGCSE®German Second Edition</b>	Textbook	9781510447561	Hodder
German*	<b>Cambridge IGCSE®German Grammar Workbook</b>	Workbook	9781510448056	Hodder
<b>OPTION SUBJECTS</b>				
ICT	<b>Cambridge IGCSE™ ICT Student's Book</b>	Textbook	978-0-00-843092-4	Collins
History*	<b>Cambridge IGCSE History 2nd Edition</b>	book	978-1-51-042118-9	Hodder
Business Studies*	<b>Cambridge IGCSE Business Studies 5th Edition</b>	book	978-1-51-042123-3	Hodder
All YEAR 11 resources for the remaining subjects to be provided by the school. Please note that any additional resources required will be requested by the subject teacher.				

[https://iscs-zug.ch/wp-content/uploads/2023/06/KS4-BOOK-LIST-2023\\_2024-.pdf](https://iscs-zug.ch/wp-content/uploads/2023/06/KS4-BOOK-LIST-2023_2024-.pdf)



Students **will not need to bring textbooks on the first day** of the school year and **will be expected to thereafter in line with their timetable**, which will be issued on day 1.



# 19. HIGH SCHOOL BOOK LISTS 23/24

Please find the required textbooks for **each year group** below that need to be purchased in advance of the new school year commencing August 2023.

Subject	Name of the book	Type	ISBN	Publisher
<b>YEAR 12 STUDENTS</b> <span style="float: right;">*To be purchased by incoming students only</span>				
Physics	<b>Cambridge International AS &amp; A Level Complete Physics</b>	Textbook	978-1382005395	Cambridge
Biology	<b>AS / A Level Biology Students Book</b>	Textbook	978-1510482876	Hodder
Chemistry	<b>AS/ A Level Chemistry Students Book</b>	Textbook	978-1510480230	Hoder
Mathematics	<b>AS Level Pure Mathematics Students Book</b>	Textbook	978-1510421721	Hodder
Mathematics	<b>A Level Probability &amp; Statistics</b>	Textbook	978-1510421752	Hodder
English Language	<b>English Language for Cambridge International AS &amp; A Level *</b>	Textbook	978-1108455824	Cambridge University Press
History	<b>Cambridge International AS Level History International History, 1870-1945, 2nd revised edition</b>	Textbook	978-1108459327	Cambridge University Press
Business	<b>Cambridge International AS &amp; A Level Business Coursebook</b>	Textbook	978-1108921220	Cambridge University Press
IT	<b>Cambridge International AS &amp; A Level IT Coursebook</b>	Textbook	978-1108782470	Cambridge University Press
All YEAR 12 resources for the remaining subjects to be provided by the school. Please note that any additional resources required will be requested by the subject teacher.				
<b>YEAR 13 STUDENTS</b> <span style="float: right;">*To be purchased by incoming students only</span>				
Physics*	<b>A Level Physics</b>	Textbook	978-1510482807	Hodder
Biology*	<b>A Level Biology</b>	Textbook	978-1510482876	Hodder
Mathematics	<b>A Level Pure Mathematics 2&amp;3</b>	Textbook	978-1510421738	Hodder
Mathematics	<b>A Level Probability &amp; Statistics</b>	Textbook	978-1510421752	Hodder
All YEAR 13 resources for the remaining subjects to be provided by the school. Please note that any additional resources required will be requested by the subject teacher.				

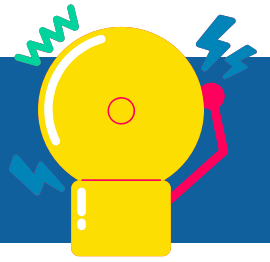
[https://iscs-zug.ch/wp-content/uploads/2023/06/KS5-BOOK-LIST-2023\\_2024-.pdf](https://iscs-zug.ch/wp-content/uploads/2023/06/KS5-BOOK-LIST-2023_2024-.pdf)



Students **will not need to bring textbooks on the first day** of the school year and **will be expected to thereafter in line with their timetable**, which will be issued on day 1.



## 20. ATTENDANCE AND PUNCTUALITY



It is paramount that students arrive at school **on time**. If they are late they must enter through the **main reception and be registered as LATE** by the school office staff and then will be escorted to class. If a child is repeatedly late, the school will contact the family.

Apart from medical or health related absences all absences must be approved by the Key Stage Coordinator. Applications with appropriate documentation one week beforehand will be required in these cases.

**All other absences will be recorded as unauthorised.** In any case it is the student and parents responsibility to catch up on the work so it does not impact the students' progress.

## 21. MOBILE PHONES AND VALUABLE ITEMS



Mobile phones are not to be used in school (building or premises) at any time of the day-including before or after school. At the beginning of each day, mobile phones are collected by a member of the leadership team and can be collected again by students at the end of the day.

All valuable items remain the student's responsibility and should be locked away when not in use. However, we strongly recommend that students do not bring any unnecessary items of value, including large amounts of money, to school. The school does not accept responsibility for the loss or theft or breakage of any items of value.

## 22. COMMUNICATION PLATFORM

[clickedu®]



Clickedu is our school platform that includes academic, administrative, and digital content tools. The platform also provides a secure environment for communication with families, and it is accessible from computers and mobile devices to teachers, students, parents, management, and staff.

### In Clickedu you can:

- See all attendance and subject grades
- See behaviour consequences in real time
- Contact teachers and school leaders
- Receive official school communications







## 23. POLICIES AND PROCEDURES

It is important to be aware of the school policies, as they indicate the main protocols at school. All the children who are enrolled at ISCS and their families, as well as the staff members, accept the ISCS policies when deciding to be a member of our school community. These policies can be seen on the school website clicking on the link below:

**<https://iscs-zug.ch/en/downloads-and-policies/>**

